



FY22 SABG GRANTEE

Quarterly Activity Report Training

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SEPTEMBER 29, 2021



Training Overview

1. How to Access Quarterly Reports
2. Required Reporting Data
 - a. Program Information
 - b. Cohort Information
 - c. Participant Information
 - d. Program Fidelity
3. Optional Reporting Data
 - a. Additional Comments
 - b. Supplemental Documentation
4. Reporting on Multiple Programs
5. Submitting Reports
6. Q&A

Introductions

In the chat, share your:
name, organization, and city
&
answer a conversation starter



10 CONVERSATION STARTERS

- What was your favorite thing you did today?
- What did you do today that you're proud of?
- What happened today to make you laugh?
- What did you learn today that you think I don't know?
- If you could take a class in anything, what would it be?
- What was the hardest thing you did today?
- If you made the school rules, what would your top 3 be?
- What are you most looking forward to this week?
- What are you most nervous about this week?
- What are your top 3 wishes for this week?

Policy and The Family Dinner Project are encouraging you to celebrate Idaho Family Dinner Night on the fourth Monday of September. Set a goal with your family to have Family Dinner Night once a week!

Share your family dinner photos with the



LETS GET STARTED:

Accessing Your Quarterly Activity Reports

STEP 1: LOG INTO YOUR GRANTEE PORTAL ON NEIGHBORLY AT

[HTTPS://PORTAL.NEIGHBORLYSOFTWARE.COM/ODPIDAHO/PARTICIPANT](https://portal.neighborlysoftware.com/odpidaho/participant)

Step 1: Sign in to your grantee portal on Neighborly

The screenshot shows the sign-in page for the Idaho Office of Drug Policy Participant Portal. On the left is the logo with the text "IDAHO OFFICE OF DRUG POLICY" and the tagline "policy • partnership • prevention". Below the logo is a welcome message: "Welcome to the State of Idaho - Office of Drug Policy Participant Portal". A note states: "New applicants must first register their account before signing in to the portal". A link is provided: "To learn how to register a new account, please click here." On the right, there are tabs for "Sign In" and "Register". The "Sign In" form includes an "Email Address" field with "jessie.dexter@odp.idaho.gov", a "Password" field with masked characters, and a checked checkbox for "Remember my email address". A blue "Sign In" button and a "Forgot your Password?" link are also visible.

Step 2: Select your grant on your dashboard

The screenshot shows the dashboard after a successful sign-in. It starts with a personalized greeting: "Good Afternoon, Jessie!". Below this is the logo and a welcome message: "Welcome to the State of Idaho - Office of Drug Policy Participant Portal". A note about accessibility is present: "The State of Idaho- Office of Drug Policy is committed to accessibility for all applicants. If you require this material in an alternate format, please contact (208) 854-3043." The main section is titled "Grants" and contains a table with the following data:

ID	NAME	PROGRAM	YEAR	APPROVED	DISBURSED	REMAINING	
30040	Continuation Example	Federal SABG Supplemental Application	2021	\$2,270.00	\$0.00	\$2,270.00	View

The "View" link in the final column of the table is circled in red.

Step 4: Select the Reporting Period

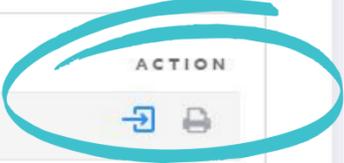
Home

Case Id 30040 Program Federal SABG Supplemental Application
Name Continuation Example Status Approved

Reports

Quarterly Report (1 of 4)

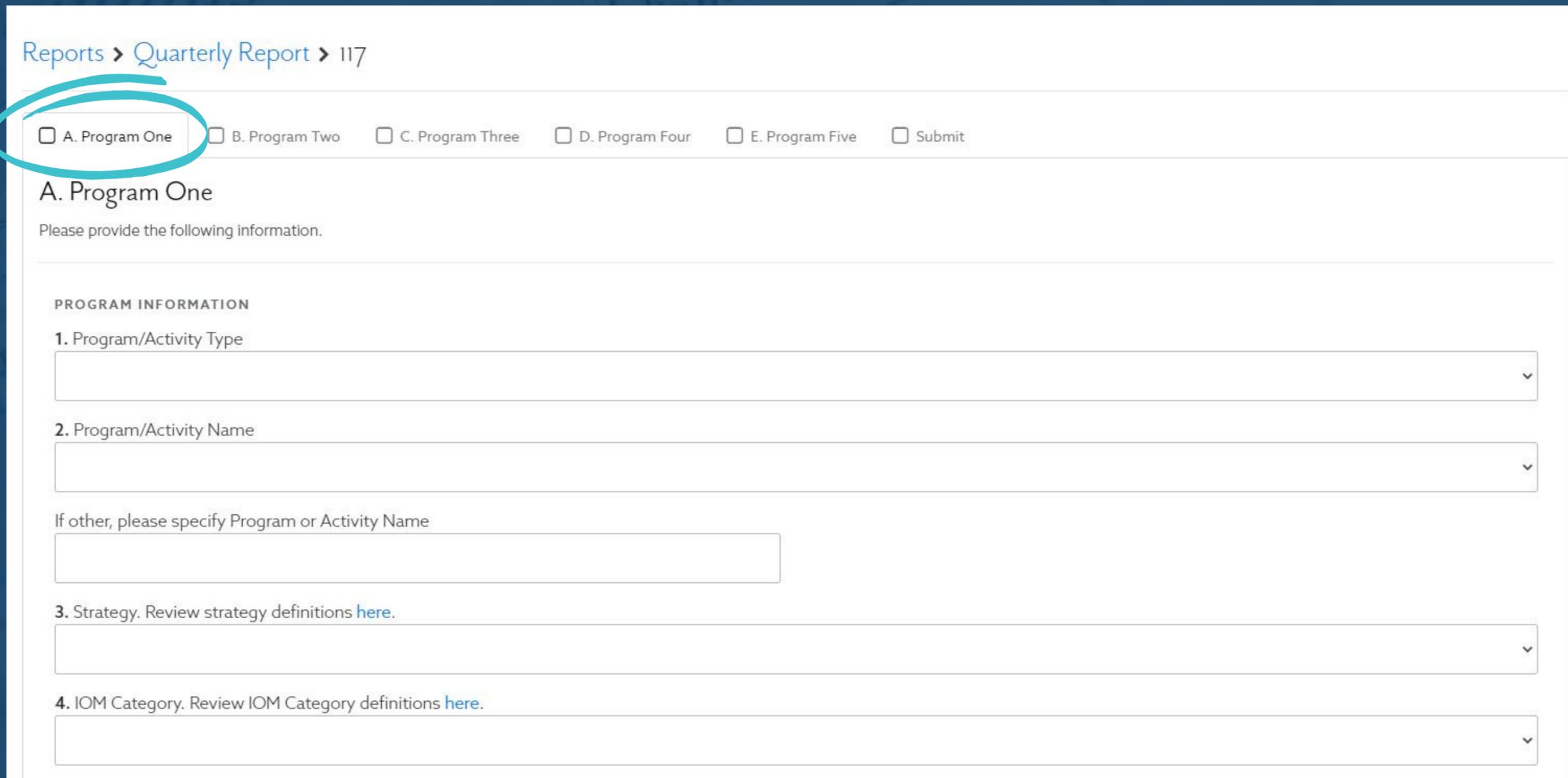
ID	DATE RANGE	AVAILABLE	DUE	STATUS	QUARTERLY REPORT	# FILES	SUBMITTED BY	ACTION
75	7/1/2021-9/30/2021	9/10/2021	10/10/2021	In Progress	5 of 6 steps completed	0		 
76	10/1/2021-12/31/2021	12/11/2021	1/10/2022	Available 12/11/2021		0		
77	1/1/2022-3/31/2022	3/11/2022	4/10/2022	Available 3/11/2022		0		
78	4/1/2022-6/30/2022	6/10/2022	7/10/2022	Available 6/10/2022		0		



Step 5: Begin Reporting on Program One

Reporting Sections Include:

- Program Information (required for all grantees)
- Cohort Information (required for all grantees)
- Participant Demographic Information (required for all grantees)
- Program Fidelity (only required for grantees implementing direct service programs)



Reports > Quarterly Report > 117

A. Program One B. Program Two C. Program Three D. Program Four E. Program Five Submit

A. Program One

Please provide the following information.

PROGRAM INFORMATION

1. Program/Activity Type

2. Program/Activity Name

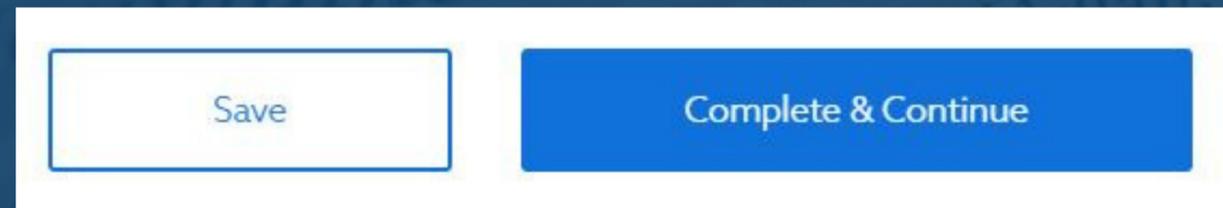
If other, please specify Program or Activity Name

3. Strategy. Review strategy definitions [here](#).

4. IOM Category. Review IOM Category definitions [here](#).

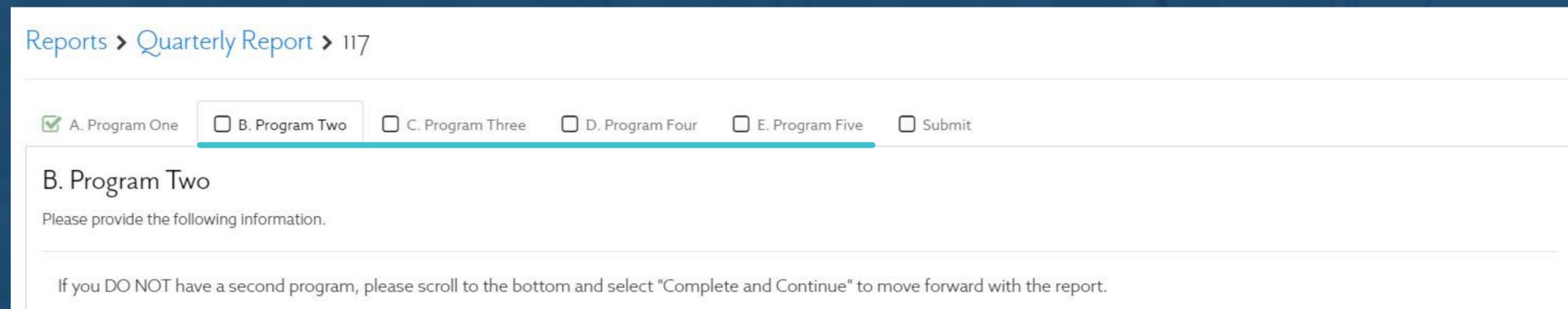
Step 6: Select "Save" or "Complete & Continue" for Program One

- **Select "Save"** if: you are not completely finished reporting on Program One and want to be able to save the information you have entered and come back to finish it later.
- **Select "Complete & Continue"** if: you are done reporting on Program One and want to finalize and lock-in your information and move on to the next step.



Step 7: Begin Reporting on Programs Two - Five

- If you do not have a Program Two, Program Three, Program Four, or Program Five, just scroll to the bottom of each reporting page and select "Save & Continue" to move on.

A screenshot of a web application interface for reporting. At the top, it shows a breadcrumb trail: "Reports > Quarterly Report > 117". Below this is a row of five radio button options: "A. Program One" (checked), "B. Program Two", "C. Program Three", "D. Program Four", and "E. Program Five", followed by a "Submit" button. The "B. Program Two" option is selected, and its label is highlighted with a teal underline. Below the options, the text "B. Program Two" is displayed, followed by the instruction "Please provide the following information." and a horizontal line. At the bottom of the form, there is a note: "If you DO NOT have a second program, please scroll to the bottom and select 'Complete and Continue' to move forward with the report."

Step 8: Sign and Submit Your Report

- Electronically sign your completed Quarterly Activity Report
- Select "Complete & Submit"
- Note: all of the programs need to be marked as completed with a green check mark

Reports > Quarterly Report > 117

A. Program One B. Program Two C. Program Three D. Program Four E. Program Five Submit

Submit

Please provide the following information.

Signature

Jessie Dexter

Electronically signed by jessie.dexter@odp.idaho.gov on 9/29/2021 3:33 PM [IP: 164.165.83.27]

This step was last updated by jessie.dexter@odp.idaho.gov on 10/1/2021 2:44:27 PM .



**Accessing Your
Quarterly Reports**



**Required Reporting
Data**



**Optional Reporting
Data**



**Submitting Your
Reports**





Questions?

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WWW.PREVENTION.ODP.IDAHO.GOV/PROVIDER-INFORMATION